

**MINORITY BUSINESS DEVELOPMENT AGENCY  
U.S. DEPARTMENT OF COMMERCE  
Friday, February 16, 2007  
12:30 P.M. E.S.T.**

**Minority Business Enterprise Center (MBEC) Program  
Cleveland and Queens MBEC**

**PREAPPLICATION CONFERENCE**

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12:20 p.m. - 12:30 p.m.	Dial-in Begins for Teleconference Participants	
12:30 p.m. – 12:35 p.m.	Start/Roll Call	Efrain Gonzalez
12:35 p.m. – 12:40 p.m.	Welcome Address	Heyward Davenport
12:40 p.m. – 12:50	Overview of Teleconference	Efrain Gonzalez
12:50 p.m. – 1:15 p.m.	Grants.Gov – Online Applications <ul style="list-style-type: none"><li>• Search for Grant Opportunity</li><li>• Download Package</li><li>• Work Offline</li><li>• Register</li><li>• Submit an Application</li></ul>	Gregg Coss
1:15 p.m. – 1:25 p.m.	Question and Answers	
1:25 p.m. – 1:45 p.m.	Program Background <ul style="list-style-type: none"><li>• Overview State of Minority Firms</li><li>• Strategic Growth Initiative</li><li>• Customer Relationship Management</li><li>• Program Design &amp; Objectives</li><li>• Eligibility &amp; Limitations</li><li>• Funding Priorities</li></ul>	Eric Dobyne
1:45 p.m. – 1:55 p.m.	Questions and Answers	
1:55 p.m. – 2:20 p.m.	Work Requirements <ul style="list-style-type: none"><li>• Geographic Service Area</li><li>• Training</li><li>• Work Elements</li></ul>	Efrain Gonzalez
2:20 p.m. – 2:30 p.m.	Questions and Answers	
2:30 p.m. – 2:50 p.m.	General Instructions & Required Documentation <ul style="list-style-type: none"><li>• Required Forms &amp; Key Points</li><li>• OMB Circulars</li></ul>	Beverly Manley
2:50 p.m. – 3:10 p.m.	Questions and Answers	
3:10 p.m. – 3:30 p.m.	Computer Requirements <ul style="list-style-type: none"><li>• Network Design</li><li>• Desktop Workstations</li><li>• Maintenance &amp; Security</li><li>• Website</li><li>• Time for Compliance</li><li>• Performance System</li><li>• Data Integrity</li><li>• Network Map</li></ul>	Curtis Dawson
3:30 p.m. – 3:40 p.m.	Questions and Answers	

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(Continued...)**

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3:40 p.m. – 3:50 p.m.	Break	
3:50 p.m. - 4:05 p.m.	Performance	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• Measures</li><li>• Standards</li></ul>	
4:05 p.m. – 4:15 p.m.	Questions and Answers	
4:15 p.m. - 4:45 p.m.	Proposal	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• End in Mind</li><li>• Format</li></ul>	
4:45 p.m. – 5:00 p.m.	Questions and Answers	
5:00 p.m.	Close	

**MBDA Resource Team**

Heyward Davenport, Regional Director, New York National Enterprise Center  
Eric Dobyne, Regional Director, Chicago National Enterprise Center  
Efrain Gonzalez, Program Manager, Office of Business Development  
Curtis Dawson, Office of Information Technology, Research and Innovation  
Jedd Vertman, Chief Counsel

**Department of Commerce Resource Team**

Beverly Manley, Grants Officer, Office of Acquisition Management  
Greg Coss, Office of Acquisition Management

**Questions and Answers Publication**

MBDA shall make a record of all questions and answers taken during the Pre-Application Conference. MBDA anticipates this information to be available for public viewing on the MBDA web site located at [www.mbda.gov](http://www.mbda.gov).

**Pre-Application Conference Taping**

This teleconference has been taped and will be accessible through February 28, 2007, 4:00 p.m. CST. To access the taping, please call 1-800-933-9457.

**Notice**

The pre-application conference, discussions and answers provided are intended to support the Federal Funding Opportunity (FFO) Announcement. Statements made during this event are for informational purposes only.